

Questionnaire
For
Design for Holdroom and Gate Improvements
Kahului Airport Airports
State Project No. AM1042-42

Experience and professional qualifications relevant to the project.

1. This project includes consultant design services for Holdroom and Gate Improvements at Kahului Airport.
 - a. Please provide the names and corresponding resumes of the individuals within your firm in Hawaii that will be assigned to this project. Individual resumes should show their personal experience in providing design services for airports facilities. Specifically cite their roles and responsibilities for each Airport project and/or contract.
 - b. Please describe the employee's experience in providing support services for other relevant or noteworthy projects. Specifically cite their roles and responsibilities for each project or contract.

Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.

2. For airports projects where above noted individuals have provided design services, please list the following:
 - Project title, location, year completed and scope
 - Client's name and phone number
 - Client's primary project manager or contract administrator
 - Successful project elements
 - Project challenges and how they were overcome
 - How successes or lessons learned can apply to this contract

Capacity to accomplish the work in the required time

3. **Question 3 is applicable to out-of state firms only.** All other firms, please respond with "Not Applicable".
 - a. Out-of-state firms desiring to do business in the State of Hawaii shall comply with all applicable State of Hawaii Revised Statutes and/or State of Hawaii Administrative Rules regarding Act 52/2003. These include, but may not be limited to, meeting the requirements of the Business Registration Division and the Professional and Vocational Licensing Division of the Department of Commerce and Consumer Affairs, the Department of Taxation and the Department of Labor and Industrial Relations. Go to <http://www2.state.hi.us/spo/> for more information.

Out-of-state firms shall submit, with their response to this questionnaire, a copy of their

General Excise Tax license and a list of their key employees registered in the State of Hawaii along with a copy of their professional architectural/engineering stamp.

4. Please identify your firm's organizational chart as to how this project will be staffed by the following classifications, and the name of the employee(s) per classification. Please submit a resume for each employee, with emphasis on their experiences in Airport Projects as noted above. Resumes shall be limited to one-page maximum per person.

Principal-In-Charge/Engineer VIII (equivalent to the Airports Administrator)
Associate Architect/Engineer VI (Project Manager)
Architect/Engineer III – V (Working Level Production Staff)
Clerical/Administrative Support

5. For each employee identified in the organizational chart, please list their direct pay rates, which shall be used in negotiating fees for task orders assigned under this contract. All rates shall not exceed the currently posted Department of Accounting and General Services (DAGS) Maximum Hourly Rates.
6. For each employee identified in the organizational chart, please list all of their current assignment(s) and the assignment(s) expected completion date.
7. Please list all of your firm's current planning, design, construction management and other contract(s) with the Department of Transportation (Airports, Harbors and Highways Division), both as a prime consultant and/or as a subconsultant, the amount of the contract(s), and the status of the contract(s). If your firm is a subconsultant, please respond with "Subconsultant" for the amount of the contract.
8. By responding with a "Yes" or "No"; does your firm close its office for any extended period of time (three or more consecutive State working days) during the year? If the response is "Yes," please identify the dates, and describe how will your firm respond to any request for services during this time period?
9. The following shall be applicable to your firm and subconsultant(s). By responding with a "Yes" or "No" to each of the following, does your firm have any objections? If the response is "Yes," please explain your objections.
 - a. Individuals assigned to this contract will work directly out of the Airports main office and shall be given a designated work area at no additional cost to the consultant. As such, the maximum allowable multiplier factor (overhead and profit rates) shall be 2.40 plus Tax.
 - b. If your firm is selected, your firm will be obligated to staff the project with those key employee(s) listed in the organizational chart submitted in Question 4, regardless if the project is delayed. Key employee(s) shall not be replaced, unless they are no longer employed by your firm, and their replacement shall be subject to the Airports Division's approval.

10. Assuming the evaluations for all firms responding to this questionnaire are equal, please explain why your firm should be selected. The response to this question should contain information that has not been previously provided in the responses to any of the above questions.